



APPEAL INSTRUCTIONS

The procedures for perfecting an appeal from the Municipal Court are provided for in the Rules for Appeal of Decisions of Courts of Limited Jurisdiction (RALJ, Title 2 of Washington Court Rules). These rules generally provide that:

IN CIVIL, CRIMINAL, AND CONTESTED INFRACTION CASES, a Notice of Appeal form may be obtained from a clerk of this court. There is a section on the notice that is for the designation of claimed errors (except in contested infraction cases). This form must be filled out completely.

The filing fee for Superior Court is \$230.00 (no filing fee for criminal matters) and is posted with this court along with the appeal. A money order, cashier's check, or an attorney's trust account check made out to King County Superior Court. The filing fee is applicable only for infraction cases.

A fee of \$40 for preparation of the record for appeal plus costs of audio duplication will be required to be paid to the Municipal Court. Upon payment of the costs, the Municipal Court will provide you with a copy of the electronic recording of the proceedings which you shall transcribe the relevant portion of and file with the Superior Court for King County.

IN A CRIMINAL CASE, within 30 days of the final decision of the Municipal Court, you (the Appellant) must file a Notice of Appeal with the Kirkland Municipal Court, 11740 NE 118th St, P O Box 678, Kirkland, Washington 98083. A copy of the Notice of Appeal must also be served upon the Prosecuting Attorney within the same 30 days.

The Municipal Court may require you to post a bond to stay the enforcement of the Municipal Court sentence. If the bond is not posted, you are required to comply with the sentence.

IN A CIVIL CASE, within 30 days of the final decision of the Municipal Court, you (the Appellant) must file a Notice of Appeal in the Kirkland Municipal Court. A copy of the Notice shall be served on all other parties.

To stay the enforcement of the judgment, you must make a motion in the Superior Court, or the Municipal Court judgment can be enforced.

IN A CONTESTED INFRACTION, you must follow the same procedure as in a civil case.

Within 14 days of the date of filing a Notice of Appeal, the Municipal Court clerk will file the transcript at the Superior Court who will assign a new number and notify the Municipal Court. The Municipal Court clerk will advise the appellant of that number and the appellant must then contact the King County Superior Court.

KIRKLAND MUNICIPAL COURT

Judge Michael J. Lambo Administrator Aimee Vance
11740 NE 118th Street • PO Box 678 • Kirkland, Washington 98083-0678
425-587-3160 • www.kirklandwa.gov



**KIRKLAND MUNICIPAL COURT
KING COUNTY, STATE OF WASHINGTON**

CITY OF _____) No. _____

Plaintiff)

)

**NOTICE OF APPEAL TO SUPERIOR COURT AND CERTIFICATION OF FILING
STATUS.**

Vs.)

)

Defendant,)

)

Appellant _____, the named (plaintiff) (defendant) above seeks review by the
Superior Court of the Kirkland Municipal Court decision in cause number _____ entered on
the date of _____.

Specific errors of law claimed are:

Within 14 days the appellant will file and serve on all other parties a designation of the part of the record that needs to be transmitted to the Superior Court. Appellant shall pay for the cost of preparing the record to the Clerk of the Kirkland Municipal Court within 10 days of notification by the Clerk that the record is ready unless payment has been waived by the Municipal Court (RALJ 6.2(a)).

Appellant shall transcribe the electronic recording of proceedings in accordance with RALJ 6.3A, and shall file the transcript of the record with the Superior Court Clerk in accordance with RALJ 4.1(a).

Copies of this notice must be served on all other parties.



CERTIFICATE OF STATUS

This is designated:

- A criminal appeal for which no filing fee is required. (RCW 10.10.060)
- A civil, infraction, parking, or contempt appeal for which a filing fee must be paid before the Notice of Appeal will be accepted for filing. (RALJ 2.4(b))
- A civil, infraction, or parking appeal for which an In Forma Pauperis petition has been granted and filing fee is waived. (RCW 36.18.022)
- A de novo small claims appeal for which a filing fee must be paid before the Notice of Appeal will be accepted for filing. (RALJ 1.1)

Dated this _____ day of _____, 20____.

Kirkland Municipal Clerk of the Court

Presented this _____ day of _____, 20____.

Appellant's Lawyer

Appellant's Signature

Lawyer's Name/Bar # (type/print)

Appellant's Name (type/print)

Address

Address

City State Zip

City State Zip

Respondent's Name and Counsel, if known (type/print)

Address

City State Zip

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Plaintiff)

Vs.

Defendant.)

**DESIGNATION OF RECORD TO BE TRANSMITTED TO
SUPERIOR COURT**

TO: CLERK OF COURT:

Please prepare the following documents, exhibits and tapes for transmittal to the Superior Court:

[illegible]

Copies of this notice have been sent to all parties

Dated this _____ day of _____, 20____.

Appellant's Lawyer

Appellant's Signature

Lawyer's Name/Bar # (type print)

Appellant's Name (type/print)

Address

Address

City State Zip

City State Zip

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